



*administered by the*

Alaska State Council on the Arts

**CULTURAL COLLABORATION PROJECT GRANT FINAL EVALUATON & ACCOUNTING**

GUIDELINES: This report is due 30 days following the end of the project. Late accounting will delay the processing of current grant funds and jeopardize future grant awards. Photo documentation is useful for our annual reporting. If you have good photos of your project, please label and send them to our office on either a CD or DVD, or attach them to your emailed report.

Organization Name: Person Filing this report & phone contact: Tax ID #: DUN #: Grant Number: Grant Amount: Activity or Project Name: Project Dates: Total # of People Served: Total # of Artists: Total # of Youth:

INSTRUCTIONS:

1. Provide the following information on no more than two pages in no smaller than 11pt. type:

a) Describe your program or project. What were the goals or anticipated outcomes?

b) How did you meet your goals/anticipated outcomes for the project:

c) Was there a change from your original grant request: If so, please explain.

d) Did your final actual income and expenses vary more than 10% from your budget? If yes, please explain.

2. Complete the attached financial pages. “Actual” means the actual income and expenses your organization received or expensed for the project. Please include all revenue cash sources. “In-

kind” income and expenses means the items for which the project received donations, such as food, housing, lodging, staff support. Please include both the income for the donations & the expenses.

3. Complete the statistical information pages.

4. Please sign the back page. Keep a copy for your files and email/mail an original to the Alaska

State Council on the Arts at [laura.forbes@alaska.gov](mailto:ruth.glenn@alaska.gov) or 161 Klevin St., Ste. 102, Anchorage, AK, 99508

Final Accounting- Project Grant

Organization Name:

Please complete this page. Include the original budget found in your application and the actual cash, inkind and expenses of the project. Please explain any line item that is 10% more or less than the original budget.

**Income (list**

**Source)**

**Original**

**Budget Actual Cash Actual In-kind Actual Total**

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| ASCA Award |  |  |  |  |
| **Total Income** |  |  |  |  |

Expenses (list)

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| **Total Expenses** |  |  |  |  |
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Surplus/(Deficit)

**Final Evaluation and Accounting Report-Project Grants**

**Organization Name: STATISTICAL INFORMATION:** Please check the appropriate box below. The information on this form is required by the National Endowment for the Arts and helps us make federal funding available across Alaska. This information is only used for statistical purposes, and will not affect your application. Thank you for providing these important details

PROJECT DISCIPLINE

**01 Dance**

A Ballet

B Ethnic/Jazz

C Modern

**02 Music**

A Band

B Chamber

C Choral

D New

E Ethnic

F Jazz

G Popular

H Solo/Recital

I Orchestral

**03 Opera/Musical Theatre**

A Opera

B Musical Theatre

**04 Theatre**

A Theatre, General

B Mime

D Puppet

E Theatre for Young Audiences

**05 Visual Arts**

A Experimental

B Graphics

D Painting

F Sculpture

**06 Design Arts**

A Architecture

C Graphic

**07 Crafts**

A Clay

B Fiber

C Glass

D Leather

E Metal

F Paper

G Plastic

H Wood

I Mixed Media

**08 Photography**

**09 Media Arts**

A Film

B Audio

C Video

D Technology/Experimental Media

**10 Literature**

A Fiction

B Non-Fiction

C Playwriting

D Poetry

**11 Interdisciplinary**

**12 Folklife/Traditional /Native Arts**

A Folk/Traditional /Native Dance

B Folk/Traditional/Native Music

C Folk/Traditional /Native Crafts & Visual

D Oral Traditions

13 Humanities

14 Multidisciplinary

15 Non-Arts/Non-Humanities

***ACTIVITY TYPE***

**ORGANIZATIONS**

05 Concert/Performance/Reading

06 Exhibition

08 Fair/Festival

11 Operating Support/Local Arts Agency Support

12 Arts Instruction

13 Marketing

16 Recording/Filming/Taping

17 Publication

18 Repair/Restoration/Conservation

26 Regranting

32 Stabilization/Endowment/Challenge

33 Building Public Awareness

34 Technical Assistance

35 Web Site/Internet Development

36 Broadcasting

01 Acquisition

02 Audience Services

10\_Organization/Institution Establishment

**EDUCATION**

19 Research/Planning

20 School Residency

21 Other Residency

22 Seminar/Conference

27 Translation

30 Student Assessment

31 Curriculum Development/Implementation

***INDIVIDUAL***

29 Professional Development/Training

04 Artwork Creation

09 Identification/Documentation of Artwork

14 Professional Support - Administrative

15 Professional Support - Artistic

25 Apprenticeship

99 None of the Above

***Arts Education***

01 50% or more of project activities are arts education directed to:

A K-12

B Higher education C Pre-kindergarten D Adult learner

02 Less than 50% of project activities are arts education directed to:

A K-12

B Higher education C Pre-kindergarten D Adult learners

99 No arts education

Final Evaluation and Accounting Report – Project Grant

Organization Name:

Project Race

N American Indian/Alaska Native

A Asian

B Black/African American

H Hispanic/Latino

P Native Hawaiian/Pacific Islander

W\_\_White

99 No single group

Project Descriptors-Please indicate if 50% or more of your project/season are in the following categories:

A Accessibility

I International

P Presenting/Touring

T Technology

Y Youth at Risk

O Older Adults

H Health/Healing

E Economic Development

C Cultural/Heritage Tourism

Records and documentation of the above report including in-kind contributions shall be maintained in accordance with the regulations of the Alaska State Council on the Arts and the National Endowment for the Arts. Records shall be maintained by the grantee for a minimum of three (3) years.

***REPORTED BY***

Name

Title

Signature Date

Telephone

**Checklist**

 One copy of any promotional materials

 One copy of Program(s) or Catalog(s) (if available)

 Photographs of your program suitable for reproduction

 Mail or email completed report to Alaska State Council on the Arts no later than 30 days after end of grant period.